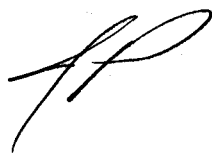


Attachment J

(Small Business Subcontracting Plan)

to

Lease No. GS-11B-02178

A handwritten signature, possibly reading "AP", is located at the bottom center of the page.

Subcontracting Plan
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The following guidance outlines the minimum requirements of Section 8(d) and the Federal Acquisition Regulation (FAR) Subpart 19.7. This subcontracting plan, and subsequent amendments thereto, is established to be consistent with the intent and requirements of FAR 52.219-9

This program applies to the following:

Company Name: 425 Eye Street, NW, L.P.

Company Address: c/o Paramount Group, Inc.
1633 Broadway, Suite 1801
New York, NY 10019

Blanca L. Boff
(Typed Name)

Senior Vice President
(Title)

(b) (6)
(Signature) (Date)

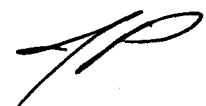
SOLICITATION FOR OFFERS # 9DC2269-1

1. Type of Plan

- ☒ **Individual Plan** All elements developed specifically for this contract and applicable for the full term of this contract, including option period.
- ☐ **Master Plan** Goals developed for this contract; all other elements standard; must be renewed every three years
- ☐ **Commercial Plan** Used when the company sells large quantities of commercial off-the-shelf commodities to many Government agencies. Goals are negotiated on a company-wide basis.

2.0 Goals

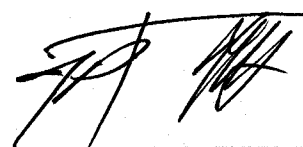
For information purposes only. FAR 19.704(a)(1) requires separate dollar & percentage goals for using small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns as subcontractors; and a statement of the total dollars planned to be subcontracted to small, hubzone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns. NOTE: The dollar amounts planned for subcontracting to SB, HZSB, SDB, WOSB, VOSB, and to SDVOSB concerns must be expressed as percentages of the total subcontracting dollars as shown.



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GOALS -The following goals (expressed in both dollars and percentage of the total planned subcontracting dollars) are applicable to the contract awarded under the solicitation cited above. (Goals should be based on total contract dollar.)

	DOLLARS	PERCENT
(a) Total planned subcontracting to all types of Business under this contract.	(Initial Term) \$ (b) (4) (Renewal) \$	
(b) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, small veteran-owned and small service-disabled veteran-owned and small business concerns in historically underutilized business zones).	(Initial Term) \$ (b) (4) (Renewal) \$	
(c) Planned subcontracting to small disadvantaged businesses.	(Initial Term) \$ (b) (4) (Renewal) \$	
(d) Planned subcontracting to women-owned small businesses.	(Initial Term) \$ (b) (4) (Renewal) \$	
(e) Planned subcontracting to small business concerns in historically underutilized business zones	(Initial Term) \$ (b) (4) (Renewal) \$	
(f) Planned subcontracting to veteran-owned	(Initial Term) \$ (b) (4) (Renewal) \$	
(g) Planned subcontracting to service-disabled veteran-owned	(Initial Term) \$ (b) (4) (Renewal) \$	



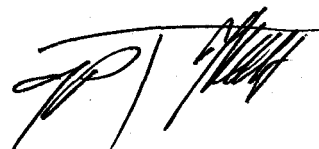
Subcontracting Plan
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GOALS -The following goals (expressed in both dollars and percentage of the total planned subcontracting dollars) **for construction and/or services** are applicable to the contract awarded under the solicitation cited above. (Goals should be based on total contract dollar.)

*Includes: warm-lit-shell and Building Specific Security costs.

***CONSTRUCTION ASPECT**

		DOLLARS	PERCENT
(c) Total planned subcontracting to all types of Business under this contract.			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	
(d) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, small veteran-owned and small service-disabled veteran-owned and small business concerns in historically underutilized business zones).			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	
(c) Planned subcontracting to small disadvantaged businesses.			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	
(d) Planned subcontracting to women-owned small businesses.			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	
(e) Planned subcontracting to small business concerns in historically underutilized business zones			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	
(f) Planned subcontracting to veteran-owned			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	
(g) Planned subcontracting to service-disabled veteran-owned			
	(Initial Term)	\$	(b) (4)
	(Renewal)	\$	



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SERVICES ASPECT

DOLLARS PERCENT

- (a) Total planned subcontracting to all types of
Business under this contract.

(Initial Term) \$ (b) (4)
(Renewal) \$

- (b) Planned subcontracting to small business
(including small disadvantaged businesses,
women-owned small businesses, veteran owned
business, service-disabled veteran-owned and small
business concerns in historically underutilized
business zones)

(Initial Term) \$ (b) (4)
(Renewal) \$

- (c) Planned subcontracting to small disadvantaged
businesses.

(Initial Term) \$ (b) (4)
(Renewal) \$

- (d) Planned subcontracting to women-owned small
businesses.

(Initial Term) \$ (b) (4)
(Renewal) \$

- (e) Planned subcontracting to small business
concerns in historically underutilized
business zones

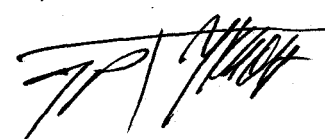
(Initial Term) \$ (b) (4)
(Renewal) \$

- (f) Planned subcontracting to veteran-owned

(Initial Term) \$ (b) (4)
(Renewal) \$

- (g) Planned subcontracting to service
-disabled veteran-owned

(Initial Term) \$ (b) (4)
(Renewal) \$



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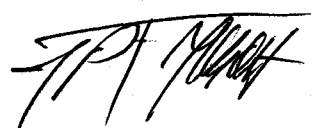
3.0 Description of Products and/or Services

For information purposes only. FAR 19.704(a)(3) requires a description of ALL of the principal types of construction and/services to be subcontracted and an identification of the types planned for subcontracting to SB, HZSB, SDB, WOSB, VOSB; and to SDVOSB concerns. Note: The plan will be rejected if this information is not included.

(Check all that apply).
Construction Aspect:

BUSINESS CATEGORY OR SIZE								
PRODUCT/SERVICE	NAICS	LARGE	SMALL BUS.	SDB	WOSB	HUB-ZONE	VO SMALL	SDVO SMALL
Paint			X	X				X
Carpet Installation			X		X			
Drywall			X				X	
Electrical		X						
Mechanical		X						
Plumbing		X					X	
Supplies			X			X		

(Attach additional sheets if necessary.)



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Service Aspect:

BUSINESS CATEGORY OR SIZE								
PRODUCT/SERVICE	NAICS	LARGE	SMALL BUS.	SDB	WOSB	HUB-ZONE	VO SMALL	SDVO SMALL
Window Washing			X		X			
Trash Removal			X	X				
Snow Removal			X			X		
Elevator Maintenance			X					
Heating		X						
Security			X					X
Landscaping			X		X			
Window Washing							X	

(Attach additional sheets if necessary.)



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4. Provide a NARRATIVE description of the methods used to develop the subcontracting GOALS.

For information purposes only. FAR 19.704(a)(5) requires a description of the method used to identify potential sources for solicitation purposes. Identify all source lists used in the determination.

Explain how the capabilities of SB, VOSB, SDVOSB, HSB, SDB, and WOSB and the types of supplies and services to be subcontracted to them were determined. Identify any source lists used. Include attachments as needed.

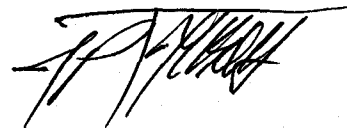
In accordance with the provisions of FAR 52.219-9(d)(1), 425 Eye Street, NW, L.P. has elected to develop its subcontracting goals based on percentages of total planned subcontracting dollars for the use SBC/SDB/WOB/HUBZ/VOB/SDVOB's as subcontractors. Specifically all subcontractors that contribute directly to contract performance will be included as a part of each subcontracting plan's commitment goals. When developing subcontracting goals the responsible buyers/subcontract specialist review the applicable bill of material/equipment list to identify those materials and equipment items that can potentially be procured from SBC/SDB/WOB/HUBZ/VOB/SDVOB so that the SBLO can be advised accordingly. The total PLAN dollars available to subcontract with SBC/SDB/WOB/HUBZ/VOB/SDVOB's is then allocated between these groups as goals. Direct commitments are incorporated in these estimates. The principal material/equipment items to be procured and the names of potential SBC/SDB/WOB/HUBZ/VOB/SDVOB sources will be identified for subsequent inclusion in this PLAN and 425 Eye Street, NW, L.P. negotiated contracts.

5. Provide a NARRATIVE description of how you identified potential sources for solicitation purposes:

For information purposes only. FAR 19.704(a)(5) requires a description of the method used to identify potential sources for solicitation purposes. Identify all source lists used in the determination.

Explain what existing source lists; Central Contractor Registration (CCR) Database; veterans service organizations; the National Minority Purchasing Council Vendor Information Service; the Research and Information Division of the Minority Business Development Agency in the Department of Commerce; or SB, HSB, SDB, and WOSB trade associations, or any other resources used to identify potential sources.

Sources utilized to locate qualified small business subcontractors include, notices of subcontracting opportunities on the Central Contractors Registration (CCR) Database, www.ccr.gov, contacting minority and small business trade associations, small business utilization offices and Procurement Technical Assistance Program (PTAP) organizations in a variety of federal agencies. Attending small business procurement conferences and networking events searching DOD's Central Contracting Registration.



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6. Indirect and Overhead Costs

For information purposes only. FAR 19.704(a)(6) requires a statement as to whether or not your company included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB, HZSB, SDB, WOSB, VOSB; and SDVOSB concerns.

Indirect Costs (Check one): have been included ☒ have **not** been included in the goals specified in within this plan.

6(a). If direct costs **have been included**, provide a **NARRATIVE** explanation of the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, VOSB, SDVOSB, HSB, SDB, and WOSB.

Indirect and overhead costs have been included in the percentage subcontracting goals and the assumed dollar equivalents. The dollar value of each subcontract awarded will cover the subcontractor's indirect and overhead costs. Additionally, some support services that might be included as indirect or overhead costs in a cost-based contract will be performed under subcontract. No 425 Eye Street, NW, L.P. indirect or overhead costs have been allocated to or apportioned among subcontractors over and above each subcontractors own indirect and overhead costs.

7. Program Administrator

For information purposes only. FAR 19.704(a)(7) requires information about the company employee who will administer the subcontracting program. Please provide the name, title, address, telephone number, fax machine number, position within the corporate structure, and the duties of that employee. Provide alternate point of contact responsible for subcontracting PLAN.

The **Company** Small Business Liaison Officer (SBLO) who will **administer** the Plan is as follows:

Name: John S. Bone III Title: Property Manager

Position: Management

Telephone: 703-525-1919 FAX: 703-525-3525

Address: 1919 North Lynn Street, Suite 200, Arlington, Va. 22209



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The Plan Administrator is required to perform the following duties and coordinate the company's activities during compliance reviews by Federal agencies.

- A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.
- B. Developing and maintaining bidders' lists of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns from all possible sources.
- C. Ensuring periodic rotation of potential subcontractors on bidders' lists.
- D. Assuring that small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
- E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses.
- F. Reviewing subcontract solicitations to remove statements, clauses, etc. which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses.
- G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses.
- H. Overseeing the establishment and maintenance of contact and subcontract award records.
- I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- J. Directly or indirectly counseling small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns on subcontracting opportunities and how to prepare bids to the company.



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- K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, or service-disabled veteran-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the contractor's subcontracting plan. Small disadvantaged and HUBZone small business concerns shall provide a copy of their Small Business Administration (SBA) certification. (Each SB, WOSB, VOSB, and SDVOSB concern on record as a potential subcontractor shall complete a self-certification form stating their business size. A penalties clause for falsifying information will also be on the form according to the legal statute 15 U.S.C. 645(d). Note, the following notice will read near the business owner's signature. "NOTICE: In accordance with U.S.C. 645(d), any person who misrepresents a firm's proper size classification shall (1) be punishable by imposition of a fine, imprisonment, or both, (2) be subject to administrative remedies, and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.")
- L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
- M. Developing and maintaining an incentive program for buyers, that supports the subcontracting program.
- N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals.
- O. Preparing and submitting timely reports.
- P. Other duties: **NARRATIVE**



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8. Equitable Opportunity

For information purposes only. FAR 19.704(a)(8) requires a description of the efforts the contractor will make to ensure that SB, HZSB, SDB, WOSB, VOSB, and SDVOSB concerns will have an equitable opportunity to compete for subcontracts.

We will make the following efforts to ensure that SB, VOSB, SDVOSB, HSB, SDB, and WOSB have an equitable opportunity to compete for subcontracts:

- A. Outreach efforts to obtain sources:
 - 1. Contacting minority and small business trade associations;
 - 2. Contacting veterans service organizations;
 - 3. Contacting business development organizations;
 - 4. Attending small and minority business procurement conferences and trade fairs; and
 - 5. Using CCR.
- B. Internal efforts to guide and encourage purchasing personnel:
 - 1. Presenting workshops, seminars, and training programs;
 - 2. Establishing and maintaining SB, VOSB, SDVOSB, HSB, SDB, and WOSB source lists, guides, and other data for soliciting subcontracts; and
 - 3. Monitoring compliance with the subcontracting plan.
- C. Additional efforts: **NARRATIVE**

425 Eye Street, NW, L.P. will develop and maintain bidders lists of qualified subcontractors. These lists will be established using numerous sources, including those discussed above and conducting capability interviews and past performance assessments of potential subcontractors.

Once the needs are defined and potential subcontractors are identified, 425 Eye Street, NW, L.P. requests capability statements and associated documentation so we can further expand our understanding of each firms performance capabilities. 425 Eye Street, NW, L.P. will also conduct capability interviews and past performance assessments of potential subcontractors.

9. Flow Down Clause

For information purposes only. FAR 19.704(a)(9) requires that your company include FAR 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities. Your company must require all subcontractors, except small business concerns, that receive subcontracts in excess of \$550,000 (\$1,000,000 for construction) to adopt a plan that complies with the requirements of the clause at FAR 52.219-9, "Small Business Subcontracting Plan."

We will include the "Utilization of Small Business Concerns" clause in all subcontracts that offer further subcontracting opportunities. We will also require subcontractors (other than small business



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concerns) that receive subcontracts in excess of \$550,000 (\$1 million for construction of a public facility) to adopt a subcontracting plan that complies with the requirements of the Small Business Subcontracting Plan clause.

10. Reporting and Cooperation –

For information purposes only

* FAR 19.704 (a) (10) requires assurances that the offeror will:

- (1) Cooperate in any studies or surveys as may be required,
- (2) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (3) submit the Individual Subcontracting Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://esrs.gov>), following the instructions in the eSRS;
- (4) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- (5) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- (6) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

These reports must be received within 30 days after the close of each calendar period. That is:

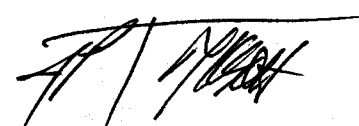
<u>Calendar Period</u>	<u>Report Due</u>	<u>Date Due</u>	<u>Send Report To</u>
10/01--03/31	ISR	04/30	contracting officer with copy to bscnrcr@gsa.gov
04/01--09/30	ISR	10/30	contracting officer with copy to bscnrcr@gsa.gov
10/01--09/30	SSR	10/30	contracting officer with copy to OSDBU's Janice.keys@gsa.gov

11. Recordkeeping –

FAR 52.219-9(d)(11) requires a list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records include, but are not limited to, the following:

We will maintain the following types of records on a [company-wide] [division-wide] basis:

- A. Source lists, guides, and other data that identify SB, VOSB, SDVOSB, HSB, SDB, and WOSB;



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- B. Records that identify organizations contacted in an attempt to locate SB, VOSB, SDVOSB, HSB, SDB, and WOSB sources;
 - C. Records on each subcontract solicitation resulting in an award of more than \$100,000 indicating: (1) whether SB were solicited, and if not, why not; (2) whether VOSB were solicited, and if not, why not; (3) whether SDVOSB were solicited, and if not, why not; (4) whether HSB were solicited, and if not, why not; (5) whether SDB were solicited, and if not, why not; (6) whether WOSB were solicited, and if not, why not; and (7) if applicable, the reason that the award was not made to a small business concern;
 - D. Records of outreach efforts, e.g., contacts with trade associations, business development organizations, veterans service organizations; attendance at conferences and trade fairs to locate SB, HSB, SDB, and WOSB sources;
 - E. Records of internal guidance and encouragement provided to buyers through: (1) workshops, seminars, training, etc.; and (2) monitoring performance to evaluate compliance with the program's requirements; *Include the following paragraph unless you have a commercial plan.*
 - F. On a contract-by-contract basis, records to support subcontract award data including the address, and business size of each subcontractor
 - G. Additional Records: **NARRATIVE**
-
-
-

This subcontracting plan was submitted by:

This subcontracting plan was submitted
by: 425 Eye Street, L.P.

Signature:

(b) (6)

Typed Name:

Title: *Senior Vice President*

Date: *4/14/10*

This subcontracting plan was accepted by:

Signature:

(b) (6)

Typed Name:

Title: *JAMES PHELAN*
Contracting Officer

Date: *5/25/10*

This subcontracting plan was reviewed by:

Signature:

Typed Name:

Title: Small Business Technical Advisor

Date:

This subcontracting plan was reviewed by:

Signature:

Typed Name:

Title: SBA PCR

Date: